



American Embassy, Manama ♦ Human Resources Office

JOB VACANCY ANNOUNCEMENT

Maintenance Foreman

Announcement Number: 09-19

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- OPEN TO:** All Interested Candidates
- POSITION:** **Maintenance Foreman** (*Position # 100126*)
- OPENING DATE:** Tuesday, June 23, 2009
- CLOSING DATE:** Tuesday, July 7, 2009
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:**
- For persons Ordinarily Resident (OR*) in Bahrain: BD 8,203/year (BD 683.583/month) starting salary, including allowances (position grade **FSN-07**). Applicants ordinarily resident in Bahrain must possess Bahraini government work and/or residency permits to be eligible for consideration
 - For EFMs* and persons Not Ordinarily Resident (NOR*) in Bahrain: Position grade **FP-07**; salary is in US Dollars based on the US pay plan. See the HR section for more details.
All FP position grades are determined by HR in Washington DC
- BENEFITS:** Excellent working conditions; 5-day workweek; annual pay for performance increase; premier worldwide medical insurance coverage for employee and family; 26 work days of annual leave per year; 20 holidays per year (American and Bahraini); optional retirement plan; ample opportunity for on-line/classroom training and personal development

The American Embassy in Manama is seeking candidates for employment as a Maintenance Foreman in the Facility Maintenance (FMS) section.

BASIC FUNCTION OF THE POSITION

The selected candidate directly supervises the maintenance work on all mechanical building services including delta barriers, anti-ram gates, elevators, roll-up doors, FE/BR doors, roofs, facades, emergency power generators, water supply system, HVAC systems, sanitary/storm drainage systems, fire protection system, fuel supply system, etc., under general supervision of the Maintenance Building Engineer and Facility Manager (FM). Responsible for the daily operation of all building systems, preventive maintenance tasks and troubleshooting for repairs on all equipment associated with building engineering services. This position provides supervision and coverage for emergency building systems and services as required 24-hours per day, 7-days per week.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension, x2973.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school (high school) is required. Completion of vocational training from an accredited institute is required.
2. **Experience:** At least 3-5 years journeyman-level experience and at least 3 years of supervisory experience in building maintenance or construction field is required.
3. **Language:** Level 3 (proficient) spoken /written English is required.

4. Knowledge: Inherent knowledge and concern of safety matters and of materials/equipment commonly used is required. Knowledge of local customs and building practices along with a solid background in construction and maintenance field is required. General knowledge of troubleshooting processes in reference to common building equipment is required. Possession of a valid journeyman certification in one or more of the recognized trades such as electrician, plumber, HVAC, etc. is required. Computer literacy to comfortably use computer software programs is required.

5. Abilities & Skills: Capability to manage, effectively supervise, lead and counsel staff is required. Ability to use all tools of the trades; to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; and to understand drawing and schematic diagrams is required. Ability to draft routine reports and correspondence using proper English is required. A valid Bahraini driver's license with a clean driving record is required.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of "needs improvement" or "unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current "not ordinarily resident employees" hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
5. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement 09-19

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the

sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
- An EFM for this position must be a U.S. Citizen.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH for this position must be a U.S. Citizen.

CLOSING DATE FOR THIS POSITION IS TUESDAY, JULY 7, 2009

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: MGT: GNavadel; Cleared: FMS: DHess; FMO: HDesjardins; RHRO: JDavies